Retirement – Collecting Member Contributions in Arrears

Purpose	Use *Additional Payments* infotype (0015) when additional Plan 3 member contributions are due based on arrears payments earned when the member was in Plan 2.
Trigger	Perform this procedure to correct retroactive retirement plan underpayments. A Plan 3 employee was underpaid in prior pay periods and was in Plan 2 during all or some of those pay periods. HRMS automatically calculates the adjusted contribution at the P2 rate, but the employee should receive the P3 rate for the entire adjustment period. Agency users will manually calculate the required adjustment (the difference between the Plan 2 and Plan 3 rate for the underpayment period,) and then enter the adjustment in HRMS as a Wage Type 2989.
Prerequisites	• Employee was underpaid and also changed retirement plans during the underpayment period, resulting in insufficient retirement plan contributions. • Agency user determines from payroll reports that an underpayment has occurred requiring and adjustment. • Agency user calculates the amount of the retirement contribution to be adjusted in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: Benefits Processor

Change History	
Date	**Change Description**
4/25/2005	User Procedure created
5/9/2006	Edits
2/7/2012	Screen shots updated to match current system. Note on step **8** updated/clarified

Menu Path	Human Resources ⮚ Personnel Management ⮚ Administration ⮚ HR Master Data ⮚ Maintain
Transaction Code	PA30

Reference	DRS Handbook, Chapter 6

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:
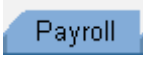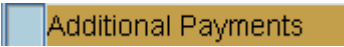
Message Type	Description
Error	**Example:** Make an entry in all required fields. **Action:** Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example:** Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action:** If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example:** Save your entries. **Action:** Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000235

3. Click ![Enter] (Enter) to validate the information.

4. Click **Payroll** to select.

5. Click to box to the left of **Additional Payments** to select.

6. Click [Create icon] (Create) to copy and continue.

HR
State of Washington

7. In the **Wage Type** field, click on the ⬚ (Matchcode) to open the selection list. Scroll towards the bottom of the list.

WT	Wage Type Long Text	Start Date	End Date
2979	Recoup for loaned objects	01/01/1900	12/31/9999
2983	Health Adjustment Pretax	01/01/1900	12/31/9999
2984	Health Adjustment Posttax	01/01/1900	12/31/9999
2985	Medical Advance	01/01/1900	12/31/9999
2987	Arrears to DRS subj W/H	01/01/1900	12/31/9999
2988	Restore to DRS	01/01/1900	12/31/9999
2989	Arrears to treas W/H Def	01/01/1900	12/31/9999
2990	VEBA Trust	01/01/1900	12/31/9999
2991	Excise Tax to DSHS	01/01/1900	12/31/9999
2994	Excise tax to Dept of Rev	01/01/1900	12/31/9999
2999	Liberty Mutual Auto/Home	01/01/1900	12/31/9999
3100	Agency Reimbursement	01/01/1900	12/31/9999
3101	DB: Agency Reimbursment	01/01/1900	12/31/9999
3111	Agency Reim Bal	01/01/1900	12/31/9999
3224	RePay balance	01/01/1900	12/31/9999
3226	Cash Payment Ovrpmt Recov	01/01/1900	12/31/9999
3231	Gross Offset/Ovrpmt	01/01/1900	12/31/9999
3233	Gross Adj - EE Check	01/01/1900	12/31/9999
3744	DB: DOL Aide Assn	01/01/1900	12/31/9999
3758	DB:WASH FED STATE EMP ADJ	01/01/1900	12/31/9999
3787	DB:Arrears payable to DRS	01/01/1900	12/31/9999

257 Entries found

8. Click 2989 Arrears to treas W/H Def (Retirement Arrears to Treasurer Withholding is tax- deferred.)

ℹ️ Wage type 2989 treats the amount as tax deferred (subject to OASI and Medicare taxes, but not subject to federal withholding).

9. Click ✔ (Copy) to accept

10. Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The amount of the adjusted contribution. **Example:** 100.00
Date of origin	R	Any date within the pay period in which the adjustment is made. **Example:** 2/15/2012

11. Click ![Enter icon] (Enter) to accept entrires.

12. Click ![Save icon] (Save) to save entries

Results
You have adjusted the employee's retirement contribution amount for the retroactive underpayment period.

Comments
You may then be required to go to the DRS Web-based Services, to enter the information in the Web-based Employer Transmittal (WBET) System. Please see DRS WBET procedures for additional instructions.

HR
State of Washington